

Government of the Virgin Islands  
RFP SELECTION COMMITTEE RATING FORM

LOCATION: TEAMS  
EVALUATION FACTORS (PROFESSIONAL SERVICES) \*

RESPONDENT: \_\_\_\_\_

Directions: In the spaces provided, assign numerical values to each evaluation factor.

<b>I. QUALIFICATION (22 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
<b>(A) FIRM BACKGROUND (3 pts: 1.5 pts each)</b> ____ Names, address, email, and telephone numbers ____ Type of service for which individual /firm is qualified		
<b>(B) CORPORATE DOCUMENTS 6 pts: 1 pt. each)</b> ____ Business License or State Register for Services being advertised ____ Articles of Incorporation (For Corporations or Article of Organization for (LLC’s) or Statement of Qualifications (Limited Partnerships), <i>if applicable</i> ____ Current Tradename Registration Certificate, <i>(if applicable)</i> ____ Certificate of Good Standing dated July 1, 2020 or later ____ Copy of Certificate of Resolution/Memorandum Authorizing Signatory <i>on company letterhead and signed/attested by secretary or all members</i> ____ Copy of Sam.gov registration and DUNS number		
<b>(C) SUB-CONTRACTOR (5 pts: 2.5 pts each)</b> ____ Listing of Sub-contractors retained for this project including phone numbers with copy of written statements of agreement from subcontractors ____ Provided the percentage of work that will be retained for each sub-contractor		
<b>(D) STAFFING (8 pts: Personnel-3 pts; Org. Chart-1 pt.; Expertise-4pts)</b> ____ Key Personnel ____ Organizational Chart ____ Expertise		
<b>II. PROJECT APPROACH (32 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
<b>(A) TECHNICAL RESPONSE (25 pts)</b> ____ Narrative description of your approach to this project, your anticipated project schedule and any unusual aspects or problems you foresee with this project; Does the project plan address the criteria identified in the RFP Scope? Is there a project plan against which to measure progress?		
<b>(B) QUALITY OF PROPOSAL (7 pts)</b> Did the proposal stick to the project requirements? Flawless language: Is the proposal free of spelling, grammar, and other language related flaws? Client-Focused: Is the proposal customized to the agency needs? Visual factor: Was the proposal well put together?		
<b>III. EXPERIENCE (20 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
<b>(A) RELEVANT EXPERIENCE ON SIMILAR PROJECTS (10 pts)</b> ____ Provided a list of projects performed within the last three (3) year. Include a brief description of the work performed and cost of each project.		
<b>(B) EXISTING PROJECTS (10 pts)</b> ____ Indicate the number and value of active projects now being handled by your firm. Include a brief description of the project and percentage completed		
<b>IV. COST (20 TOTAL POINTS)</b>	<b>PTS</b>	<b>COMMENTS</b>
____ Does the proposed price for each priority area compares to the (a) planned budget and to (b) other proposals (when cost is a rating factor)? 1. Priority Area A 2. Priority Area B 3. Priority Area C		
<b>V. REFERENCES (6 TOTAL POINTS)</b>	<b>PTS</b>	
____ 1 <sup>st</sup> Reference (2 pt.) ____ 2 <sup>nd</sup> Reference (2 pt.) ____ 3 <sup>rd</sup> Reference (2 pt.)		
<b>TOTAL POINTS</b> <i>(not to exceed 100 combined)</i>		

RATED BY: \_\_\_\_\_ DATE: \_\_\_\_\_